

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 202
NOVEMBER 9, 2011 – WORK SESSIONS**

Island County Auditor **Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, November 9, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Present: Sheilah Crider, Auditor, Anne LaCour, Diana Bradrick

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @00:15

Subject: Employee Travel Expense – Policy 701

Attachment: Resolution C-28-10

Proposed Action: Replace section dealing with light refreshment inadvertently left out of new policy when it was adopted on April 5, 2010.

Follow up: Okay with Board.

Subject: HAVA Grant G-12/011

Attachment: none

Action Requested: Grant Agreement - Help America Vote Act (HAVA). The grant will provide for installation of an ADA compliant entry door with electric opener at the Elections Office in Coupeville; 1 ballot drop box with post and 4 sets of decals for ballot drop boxes located in Coupeville, Camano Island, Oak Harbor and Freeland; Amount: \$14,370.00.

Follow up: Okay with Board.

Subject: FTE for Elections/Scope of Work required from January-November 2012

Attachment: none

Discussion: Request to consider Auditor's election staff position.

Follow up: The Auditor will work with the Budget Director and come back to the Board with a proposal.

Subject: Redistricting update

Attachment: none

Information: The Auditor reported that no appeals have been received.

Human Services Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, November 9, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 203
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Kelly Emerson, Member

Staff Present: Jackie Henderson, Director, Lynda Richardson

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @23:37

Subject: Request for Proposal Process/update

Attachment: none

Discussion: The Interlocal Cooperation Agreement between Island County, the Cities of Langley and Oak Harbor, and the Town of Coupeville for the purpose of establishing the Island County Housing Advisory Board is currently being reviewed by the Chief Civil Deputy Prosecutor. After review it will go to the two cities and town for signature and then back to the Board for their approval and signatures.

Follow up: Notification of funding for 2012 low income housing, homeless housing and consolidated homeless grant funds, through the RFP process, should be ready to go out within the next month.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, November 9, 2011, at 1:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Brooke Powell, Administrator, Sheriff Brown, Andrew Somers, Wylie Farr

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @31:36

Subject: Amendment #2 NW Services Council & Island County Adult Drug Court

Attachment: yes

Action Requested: Approval of Amendment #2 to the Agreement between Island County and Northwest Services Council & Island County Adult Drug Court. Contract provides the Adult Drug Court participants with direct employment assistance through the Oak Harbor Worksource Office; Amount: \$36,729.09; Extends contract one year from December 2009, 2011 until December 19, 2012.

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Amendment #1 WA Court and Recovery Enhancement System & Island County Drug Court

Attachment: yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 204
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Action Requested: Approval of Amendment #1 to Contract with WA Court and Recovery Enhancement System & Island County Drug Court; Contract provides the Adult Drug Court with a case management license that is web-based; Contract extension from October 1, 2011 until September 30, 201; Amount: \$3,000.00.

Follow-up: Okay with Board to move forward to Monday's agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, November 9, 2011, at 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Wylie Farr, Brooke Powell, Andrew Somers

Others Present: Elaine Marlow, Budget Director, Dave Jamieson, Rufus Rose

Record Part 1 @ 34:30

Subject: ICC 5.20 Licensing of Pawnbrokers and Secondhand Dealers

Attachment: yes

Action Requested: Move forward with Ordinance amending Chapter 5.20 ICC, Licensing of Pawnbrokers and Secondhand Dealers

Follow-up: Okay with Board to move forward with ordinance to set for public hearing.

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, November 9, 2011, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Present: Ana María d Nunez, Treasurer

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @ 59:00

Subject: Posting of Property Tax Payments

Attachment: none

Information: Completed posting of property tax payments. The Treasurer expressed appreciation to her staff and volunteers.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 205
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Subject: Off-site storage of digitized records

Attachment: none

Information: Ana Maria informed the Board that the Treasurer's office is proceeding with plans to store copies of checks at the Washington State Digital Archives in Cheney.

In March of 2012 the Washington State Digital Archives will be issuing revised standards and guidelines. Once you meet those requirements you will not have to apply for early destruction of records.

Subject: Supplementals (Adjustments)

Attachment:

Information: The Treasurer updated the Board on the progress her staff is making in processing outstanding tax adjustments.

**Administrative Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 9, 2011, at 2:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director, Dan Sherk, Anne LaCour, Don Mason

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Dave Jamieson, George Anne Sherry, Diana Vaughan

Record Part 1 @01:18:47

Human Resources

Subject/Description: Change in date of benefits deductions

Attachment: yes

Action Requested: Change premium deductions to align them with pay periods.

Follow up: Okay with Board.

GSA

Subject/Description: Property Management Rents for FRCs (cont. 9/14/11)

Attachment: yes

Action Requested: Decision on how to fund future repairs to the FRC's. Recommendation is to increase rents to support future maintenance and over the next couple of years, until the fund is replenished, use general fund monies to make emergency repairs.

Follow up: Discussion only, no decision was made. Bring back to work session in January.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 206
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Human Resources

Subject/Description: Leave Accrual Policy Revision (cont. from 11/2/11)

Attachments: yes

Action Requested: Approval of Leave Accrual Policy revisions.

Follow up: Okay with Board to move forward with resolution adopting revised Island County Policy 2.01.030 in conjunction with an HRA VEBA for non-represented employees with over 30 years tenure.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board